

APPENDIX F-61
LOCAL ACTIVITY DOCUMENTS

1. PURPOSE

This appendix is applicable only to the Telecommunications Branch, Telecommunications Division, Office of Telecommunications and Information Systems. Its purpose is to provide a listing of transactions received or prepared for requisitioning activities and/or Service Control Offices collocated with processing DSC or depot.

2. ORIGIN

Produced as a result of the requisition process.

3. FREQUENCY

Daily, during execution of data processes.

4. FORMAT

a. Heading Line: Standard heading. Imbedded in the heading line is a field titled SEQ. This field contains a sequentially assigned number denoting the number of times this report has been produced during a calendar year.

b. Data Organization:

(1) Sequence: Activity Address Code (AAC) (Status Documents) and Routing Identifier Code (RIC) (Passing Order Documents).

(2) Spacing: Double.

(3) Page Break: On change of Activity Address Code or Routing Identifier Code.

c. Captions of Data Elements:

(1) Image of Supply and/or Shipment Status Documents and Passing Order Documents. Formats of the documents reflected are described in the applicable B appendix indicated by the DIC in positions 1-3.

(2) REJECT OR SPECIAL HANDLING MESSAGES - Constant LOCAL ACTIVITY DOCUMENT.

(3) DAY - Julian day output document was prepared.

(4) TIME - Four digit numeric time output document was prepared.

5. DISTRIBUTION AND RETENTION

One copy to the Telecommunication Branch, Office of Telecommunications and Information Services, for further distribution.

6. PROCEDURES FOR REVIEW AND PROCESSING

a. Processing personnel in the Telecommunications Branch will receive the listing and, if applicable, the accompanying documents. The listing of DIC A3_ documents and documents will be separated by RIC. The remaining documents will be separated by AAC.

b. Processing personnel will deliver each listing and accompanying documents to the appropriate office as expeditiously as possible.

LOCAL ACTIVITY DOCUMENTS (CONT'D)

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